

Fieldwork Time Log

Student's Name: Jessica Cowan

Fieldwork Project: Crohn's and Colitis Foundation of America

Mentor's Name: Jennifer Muschinske

Date	Correspondence: Provide a record of each time you correspond with your mentor (phone & email) and the topic of your conversation.
9/14	Had a lot of trouble beginning the process of emailing her because of the confusion with not emailing people outside the school with our school email
9/15	I have a confirmed mentor
9/20	Have a confirmed meeting time at Panera
9/28	Mentor sent me dates for events currently scheduled in October
10/20	Emailed mentor about attending the event scheduled for October 30
10/25	My mentor emailed me about information on the Spin 4 Crohn's event
11/13	Emailed about my formal proposal for my event that I was writing for Mr. Connolly
11/28	I emailed about meeting with Jenny soon
12/2	We decided to meet on 12/7
12/7	Jenny sent me multiple documents to edit and send in my emails to companies about donations
12/21	Jenny emails me that she is out of the office, so I should independently work on my fieldwork
1/10	Jenny and I emailed about my current progress with my project
1/29	Jenny emailed me a link she made for a website for me, so that people can more easily donate money
2/17	I emailed Jenny about meeting over February break and completing the raffle permit
2/28	I emailed Jenny about a problem with my website
3/8	Jenny notified me that the problem with my website had been fixed by IT
3/9	Jenny came up with a new name for my event
3/14	Discussed if I needed a photo waiver to allow me to take pictures at my event; she said no

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3/20	Another speed bump with raffle permit occurred that required me to snail mail raffle permit for her to fill out
4/7	Emailed Jenny with my updated flyer

Date	Fieldwork with your Mentor: Provide a description of all work completed under the direct guidance of your mentor.	Number of Hours
9/25	<p>I met my mentor at Panera to discuss what I will be helping her with throughout the year. She told me her job consists of stuff envelopes and boxes, organizing events, registering people for events, helping motivate/give ideas to people raising money. She is in the office Tuesday, Wednesday, Thursday, but has a crazy schedule that changes often. Most events are during the weekends, and they have training days most Saturday mornings to prepare for their races as a group. Two events she suggested I attend are the walk in Providence and the spinning event in Boston. The suggestions she gave me for my own event are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yoga with admission fee <input type="checkbox"/> At firefly studios? <input type="checkbox"/> Raffle prizes from local businesses <input type="checkbox"/> Yoga towel giveaways and or swag bags <input type="checkbox"/> Get gifts for raising so much money <p>Her suggestions for me to advertise for the event was</p> <ul style="list-style-type: none"> <input type="checkbox"/> setting up tables at fitness stores <input type="checkbox"/> posters <input type="checkbox"/> facebook event <input type="checkbox"/> health fairs (she knows of some I may be able to make) 	1
10/25	<p>Today I met with my mentor for the first time at her office. I helped her organize the registration papers for a spinning event on 10/30. I made tables for each team, and assembled a package of waivers, registration forms, and donation forms. We also discussed that she thinks I should take about 3-4 months to plan my own event. She suggested that we could put the prizes on a piece of paper and then put the paper in a helium balloon so that people have to pop open their balloon to discover their prize. She also suggested that doing the event at a firefly studio (or at least asking if they could notify their members about my event) could help me get more people to attend my event, and get an instructor.</p>	2 ½
10/30	<p>Today I helped my mentor to set up for a spinning fundraiser event in South Boston, and helped register the teams. Set up involved bringing in the bikes, setting up the tables, and organizing the registration forms. Registration involved giving people waivers to sign, filling out forms if they had donations, and handing out bags with t-shirts and other gifts.</p>	2 ½
12/7	<p>Today I drove down to Needham to meet with my mentor. She suggested that I spend my time there emailing potential donors and writing out my own personalized donation forms to send. I began a spreadsheet to organize who I have</p>	3

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	sent emails to, who has replied, and what days these occur. Later I will include what each company sends me and what form of a donation it is.	
1/30	Today I called Jenny to discuss the raffle permit forms. We also discussed advertizing in the local newspaper calendar, and calling local studios to see if they will put up my flyer.	1/2
2/23	Today I went into Needham for the day to work on advertising, soliciting donations, and a donation website mtor helped me setup. It was a long day but I accomplished a lot. Sadly the CCFA rebranded themselves and are now called the Crohn's and Colitis Foundation. Now I need to come up with a new name for my event that rhymes because the CCFA technically no longer exists.	4
3/29	Although my mentor and I were not together, we both completed my raffle permit by snail mailing the forms to one another.	1/2

Total Hours _____

Date	Independent Fieldwork: Provide a description of all fieldwork you complete independently.	Number of Hours
10/1	<p>I talked with my mom for an hour about what the difference between Crohn's disease and colitis is. Crohn's disease and colitis is thought to be an autoimmune disease that attacks the digestive tract thinking that it is killing a bacteria, when in reality it is killing itself. She told me that Colitis is very similar to Crohn's disease but only affects the large intestine, whereas Crohn's disease affects the entire digestive tract from the mouth to the anus. I also got an interesting article about what scientists currently think may be a cause of Crohn's disease: the combination of two fungi and E. coli in the body.</p> <p>Here is the article my mom sent me to review: http://globalnews.ca/news/2968985/researchers-may-have-found-the-cause-of-crohns-disease/</p>	1

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10/21	I began to complete research into how I will be planning my yoga event, what times will work best, who I could possibly use for instructors, and ways I can make the most money. Getting people to show up will be the hardest part, but my mentor will be able to help with that	1
12/12	Today I continued my emails to other organizations, and I sent an email to a potential yoga instructor. She is an old friend of my dad's, who owns her own yoga studio.	1 1/2
12/16	Today in class I continued to send new emails to potential donors and reply to others. My dad's friend replied and she has another fundraiser on the day of mine so I have to find another yoga instructor now.	1
12/20	I continued to respond to potential donors, and sent an email to another potential yoga instructor, who immediately replied saying she can! :)	1
1/8	I continued to email potential donors, and sent an email to my yoga instructor to catch up	1
1/9	I filled out the raffle permit, and a form for b.good. Then I continued to email donors	1
1/13	I filled out another form for b.good and emailed my mentor.	1/2
2/16	I met with Ms. Homer to discuss the raffle permit and gave her the completed forms for using the gym	1/2
3/15	I went to Wegmans to pick up my donations	1
3/26	I hosted my fundraiser at B.good	2
3/29	I continued to email donation requests, talk with my mentor, and finished my flyer	1
4/3	I continued to email donation requests, and sent thank yous to those who have donated on my website	1
4/7	I sent my flyer into the main office to get permission to advertise around the school. I also completed a waiver for my event	1/2

Total Hours _____

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